

**REPORT OF PAYMENTS ACCEPTED FROM NON-FEDERAL
SOURCES UNDER 31 U.S.C. § 1353
U.S. DEPARTMENT OF THE INTERIOR**

For Period Beginning October 1, 200____ and Ending March 31, 200____
For Period Beginning April 1, 200____ and Ending September 30, 200____

This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel or travel expenses are accepted under other authority. For definitions and policies, see 41 CFR Part 304-1.

1. Bureau/Office

2. For Report of this Event
Page ____ of ____

3. Event (*Identify meeting or similar function for which payment was accepted under 31 U.S.C. § 1353. Forms documenting payments of \$250 or more per employee and/or accompanying spouse must be sent to the Department Ethics Office.*)

4. Sponsor of the Event

5. Location of Event

6. Dates of Event

From: _____, 200____ To: _____, 200____

7. Nature of Event

8. Employee

Name:
Official Title:
Office:
Travel Dates:
From: _____ To _____

9. Accompanying Spouse (*If Applicable*)

Name:
Employee:
Government Position:
Travel Dates:
From: _____ To _____

10. Non-Federal Sources of Payment (*Identify all non-Federal sources from which payment was accepted under 31 U.S.C. § 1353 for this employee and/or accompanying spouse in connection with this event.*)

A. _____ C. _____

B. _____ D. _____

11. Nature of Payments (*Itemize on back of form.*)

12. Nature of Payments (*Indicate total amount of payments accepted under 31 U.S.C. § 1353 for this employee and/or accompanying spouse in connection with this event.*)

Total of Payments to Agency by Check \$ _____ Total of payments Provided in Kind \$ _____

13. Certification. The statements in this report are true, complete, and correct to the best of my knowledge and belief.

Employee's Signature

Date

14. I have determined that this travel situation complies with the ethics conditions for acceptance of travel payments under 41 CFR 304-1.4.

Ethics Review (By Ethics Official)

Date

15. Approval.

Supervisor's (or Authorizing Official's) Signature

Title

Date

11. Nature of Payments. For each payment accepted, identify (a) nature of benefit; (b) mode of payment; (c) individual for whom provided; (d) non-Federal source; and (e) amount of payment. When describing mode of payment, use "C" for check or "K" for in kind. Use "E" for employee or "S" for spouse when identifying individual for whom payment was provided, and use applicable letter from question 10 to identify non-Federal source. To value benefits provided in kind, use cost to other participants for waiver of conference or training fee. For transportation or lodging, use cost to donor or consult rate for similar benefit in effect at time benefit provided. For travel on private or chartered aircraft, determine value by computing total constructive cost of transportation using premium class air fare. For meals and other benefits, use cost to donor or reasonable approximation.

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